State of Rhode Island Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** April 16, 2003

State Departments and Agencies

FROM: Lawrence C. Franklin, Jr., State Controller

SUBJECT: RI-SAIL CHANGES AND FIXES

Please see the attached highlights of RI-SAIL Accounts Payables enhancements, effective April 17, 2003. These changes are very important for anyone using RI-SAIL, especially department approvers.

If you have any questions or concerns, please contact Maureen Fletcher at 222-5067.

/hh CFO:03-50

CHANGES AND FIXES IN RI-SAIL ACCOUNTS PAYABLE AS OF APRIL 17, 2003

DOCUMENTS

When Cloning Direct Pay documents the "Payment Date" field is open for updating.

Specifically for Taxation, the Clone feature is available for Credit Memo documents

REVIEW SCREENS

The Invoice Review and Direct Review screens have been inactivated.

DA Approvers must review documents in the "Combined Review Screen".

You can get to this screen by clicking **TOPICS** on the tool bar, selecting **ACCOUNTS PAYABLE** and **COMBINED INVOICE REVIEW**

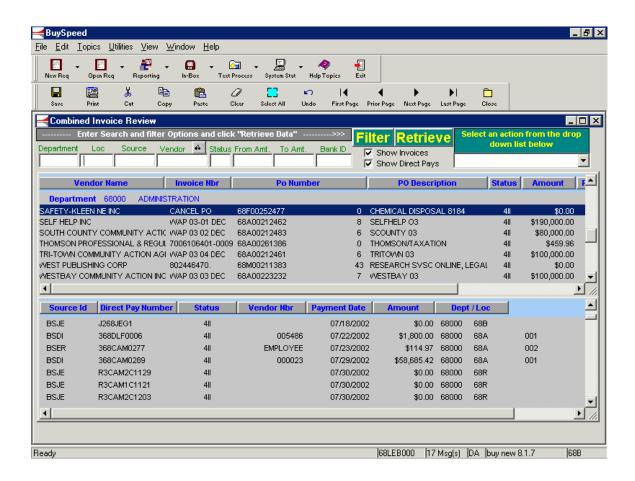
You are then asked to set your location. Users with approval authority for multiple locations (within a department) are able to approve documents without having to "change locations". Approvers can approve both Invoices and Directs without changing screens.

Combined Review Screen Retrieval

To retrieve documents using the Combined Review Screen:

- 1. Enter one or several data selection fields
- 2. You can limit your view by clicking off the Show Invoices or Show Direct Pay's check boxes.
- 3. You can select a dollar range of documents by entering a "From Amt" and "To Amt"
- 4. Click the "Retrieve" Button to see your selection.

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Once your documents have been retrieved, you can sort the documents by clicking the field headings. Currently the sort feature is not working for the following:

Invoice Sort not working for Amount and Payment Date

Direct Sort not working for Vendor #, Amount, and Dept/Loc

LOOKUP FEATURE (Accounts Payable)

There is now an **AMOUNT** column in the Lookup Window for Invoice Entry and Direct Pay Documents. For BSBF documents, the Amount column represents the "total debit" amount. BSJE documents currently show the sum of the debits and credits (typically \$0.00) and should be corrected to work like the BSBF documents.

In addition to the Amount column, all columns are now "sortable" and "searchable". This means that you can now retrieve invoices based on PO release numbers and PO descriptions.